APPENDIX A: RECORD LAYOUTS FOR BATCH UPLOAD

Note: Data Elements are listed in order of appearance for the Student Record, and Transcript Record. *Note: Types A= (Alphanumeric) N= (Numeric)*

(Date Record Last Modified: 01/2015)

Start Position	Data Element	Length	Types	Decimal Places	Description
	STS Student (Student data Record) **Record: 020**				
1	System Indicator	3	A	0	Must be "STS.
4	Transaction Code	3	A	0	Must be "020".
7	Beginning School Session Year (BSSY)	4	N	0	The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.
11	Sponsor Code	3	A	0	Sponsor (LEA) code of district submitting transcript data via STS.
14	State Identification Number	9	N	0	Social Security Number if available. Otherwise, temporary number assigned according to LDE guidelines.
23	Local Identification Number	9	N	0	Required. LEA-assigned student ID must be unique by student and must not match SSN. Must be numeric and the maximum Length is 9.
32	Site Code	6	A	0	Site code where the student is currently enrolled when transcript data is submitted.
38	Student First Name	15	A	0	Student's legal first name.
53	Student Middle Name	15	A	0	Student's legal middle name.
68	Student Last Name	20	A	0	Student's legal last name.
88	Student Suffix Name	3	A	0	Student's legal suffix name.
91	Birth Date (input)	8	N	0	MMDDYYYY. Date that appears on the student's birth certificate.
99	Ethnic Code	1	A	0	The most applicable race or ethnic group to which a student belongs. Code values: 1 (AmInd/Alas) 2 (Asian/Isla) 3 (Black) 4 (Hispanic) or 5 (White).
100	Sex Code	1	A	0	"M" Male or "F" Female
101	Grade Placement Code	2	A	0	The grade placement code represents the Student's grade level for the school year. Two digit grade placement codes T9-12 accepted only.
103	Grade 9 Entry Year	4	N	0	YYYY Beginning School Session Year in which the student entered grade 9. For example, "2012" for the 2012-2013 school year. If the student's grade placement code is T9, this date will be the following school year.

Start Position	Data Element	Length	Types	Decimal Places	Description
107	Graduation Date	8	A	0	MMDDYYYY Date the student's graduation took or will take place. The date must fall between 9/1 and 8/31 of the current Beginning School Session Year in order to match the OSFA Annual Academic Year. Leave blank if student did not graduate. Enter only after all graduation requirements are met.
115	Career Option Code	3	A	0	Identifies the career option of a student and corresponds to the Area of Concentration **or Jumpstart Pathway** in the TOPS Core Reference Tables. Leave blank if not applicable.
118	Academic Endorsement Code	2	A	0	If the student received academic endorsement fill in, otherwise blank; required when applicable.
120	Career/Tech Endorsement Code	2	A	0	If the student received academic endorsement **or Jumpstart credential/certification** fill in, otherwise blank; required when applicable.
122	Met GEE/EOC Flag	1	A	0	"Y" if student met graduation requirements for GEE or EOC, or "E" if student is exempt. Required for all public school students assigned a Graduation Date. Non-public schools may leave this data element blank.
123	Local GPA	8	A	0	Optional; locally defined
131	Local Rank in Class: Position in Class	4	N	0	Student's rank placement within grade level (pad with leading zeros); optional; if not used, leave blank.
135	Local Rank in Class: Size of Class	4	N	0	Size of class for student's grade level (pad with leading zeros); optional; if not used, leave blank.
139	Hispanic/Latino Ethnicity Flag	1	N	0	Y if Hispanic; N if not
140	American Indian or Alaskan Native Race Flag	1	A	0	Y if American Indian; N if not
141	Asian Race Flag	1	A	0	Y if Asian; N if not
142	Black or African American Race Flag	1	A	0	Y if African American; N if not
143	Native Hawaiian or Other Pacific Islander Race Flag	1	A	0	Y if Pacific Islander; N if not
144	White Race Flag	1	A	0	Y if White; N if not
145	Diploma Pathway	2	A	0	The diploma the student is working towards completing; required; if undeclared enter ND. (C4, C5, C6, CA, TU, ND)
147	LOSFA Parental/Guardian Consent Flag	1	A	0	Parental/Guardian Consent on file for the current school year. Y, if Yes; N if No)
148	Filler-01	53	A	0	Leave blank (spaces).

Note: Data Elements are listed in order of appearance for the Student Record, and Transcript Record. *Note: Types A= (Alphanumeric) N= (Numeric)*

(*Date Record Last Modified: 06/01/2013)*

<table>
<tr><td colspan="6" align="center">Transcript (Student Transcript data Record)
Record: 030</td></tr>
<tr><th>Start Position</th><th>Data Element</th><th>Length</th><th>Types</th><th>Decimal Places</th><th>Description</th></tr>
<tr><td>1</td><td>System Indicator</td><td>3</td><td>A</td><td>0</td><td>Must be "STS</td></tr>
<tr><td>4</td><td>Transaction Code</td><td>3</td><td>A</td><td>0</td><td>Must be "030"</td></tr>
<tr><td>7</td><td>Beginning School Session Year (BSSY)</td><td>4</td><td>N</td><td>0</td><td>The beginning year of the school session of data submission. For example, "2012" for the 2012-2013 school session.</td></tr>
<tr><td>11</td><td>Sponsor Code</td><td>3</td><td>A</td><td>0</td><td>Sponsor (LEA) code of district submitting transcript data via STS.</td></tr>
<tr><td>14</td><td>State Identification Number</td><td>9</td><td>N</td><td>0</td><td>Social Security Number if available. Otherwise, temporary number assigned according to LDE guidelines.</td></tr>
<tr><td>23</td><td>Course Beginning School Session Year</td><td>4</td><td>N</td><td>0</td><td>Beginning School Session Year in which the course was taken. For example, "2012" for 2012-2013 school year.</td></tr>
<tr><td>27</td><td>Course Code</td><td>6</td><td>A</td><td>0</td><td>Valid Course Code of the course in which the student was enrolled.</td></tr>
<tr><td>33</td><td>Course Part Number</td><td>1</td><td>A</td><td>0</td><td>Distinguishes first half of course from second half of course in which student was enrolled. Required for LEAs that report 1.0 unit courses as two .5 unit courses. Use 1 for the first part and 2 for the second part. Leave blank if not applicable.</td></tr>
<tr><td>34</td><td>Semester Code</td><td>2</td><td>A</td><td>0</td><td>Semester Code of the semester in which the student was enrolled in the course (B1, B2, B3, B4, C1, C2, S1, S2, Z1, Z2, Y1).</td></tr>
<tr><td>36</td><td>Letter Grade Code</td><td>1</td><td>A</td><td>0</td><td>Letter grade assigned to a student for a course. Must be A B, C, D, F, P (Pass) or E (Exempt).</td></tr>
<tr><td>37</td><td>Credit Attempted Count</td><td>3</td><td>N</td><td>2</td><td>Credit attempted by the student for the course, reported with implied decimals. For example, 0.5 would be reported as 050 in the batch record.</td></tr>
<tr><td>40</td><td>Credit Earned Count</td><td>3</td><td>N</td><td>2</td><td>Credit Earned Count – Credit earned by the student for the course, reported with implied decimals. For example, 0.50 would be reported as 050 in the batch record.</td></tr>
<tr><td>43</td><td>Grade Point Maximum Count</td><td>3</td><td>N</td><td>2</td><td>Maximum grade points that can be earned for the course/class (4.00, 5.00, etc.); i.e., the number of quality point that would be awarded for letter grade A (has implied decimal; i.e., "4.00" submitted as "400" in the batch record).</td></tr>
<tr><td>46</td><td>Filler-01</td><td>1</td><td>A</td><td>0</td><td>Leave blank (spaces).</td></tr>
<tr><td>47</td><td>Core Curriculum Waiver Flag</td><td>1</td><td>A</td><td>0</td><td>"Y" if student was exempted from a course, otherwise "N".</td></tr>
</table>

Transcript (Student Transcript data Record) Record: 030					

Start Position	Data Element	Length	Types	Decimal Places	Description
48	Course Sponsor Code	3	A	0	Sponsor Code of the LEA in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank. NEW FUNCTIONALITY: If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Sponsor code instead of the LEA Sponsor code.
51	Course Site Code	6	A	0	Site code of the school in which the student took the course. Must be supplied for all courses taken in Louisiana, otherwise leave blank. NEW FUNCTIONALITY: If position 166 (Course Type Code) is "DE", this field must contain the Post-secondary Site code instead of the LEA Site code.
57	Course Site Name	46	A	0	Name of school in which the student took the course. Used for transfer credit only. Required if Course Site Code not, supplied, otherwise optional.
103	Transcript Course Name	60	A	0	Name of the course in which the student was enrolled. Enter only if different from the LDE course description for transcript printing only, otherwise leave blank.
163	Quality Points Awarded Count	3	N	2	The amount of quality points awarded for the letter grade given for the course (has implied decimal; i.e., "3.00" submitted as "300" in batch).
166	Course Type Code	2	A	0	Code to identify type of Course. RG - Regular HR - Honors GT - Gifted AP - Advanced Placement IB - International Baccalaureate SE - Special Education TA – Talented DE – Dual Enrollment DA - Dual Enrollment and AP DI - Dual Enrollment and IB
168	Distance Learning Course Type Code	2	A	1	Code to identify type of distance learning course. Leave blank if not applicable. 01 - Local LEA Provided Online Courses 02 - Distance Learning Satellite courses 03 - Other Distance Learning 04- Course Choice/Supplemental Course Providers 05-Dropout Recovery Program Providers
170	Local Course Code	6	A	0	Optional – LEA assigned course code

	Transcript (Student Transcript data Record)				
	Record: 030				
Start Position	**Data Element**	**Length**	**Types**	**Decimal Places**	**Description**
176	Dual Enrollment Post-secondary Credit Hours Earned	4	A	2	If position 166 (Course Sponsor Code) is designated "DE", DA or DI, this field must be populated with the Dual Enrollment Post-secondary credit hours earned by the DE course. Otherwise, populated with blank (spaces). This field has an implied decimal, i.e., "4.00" submitted as "0400' in batch.
180	Dual Enrollment Secondary Site	6	A	0	If position 166 (Course Sponsor Code) is designated "DE", DA or DI, this field must be populated with the Site code of the high school in which the student was enrolled when the course was taken. Otherwise, populated with blank (spaces).
186	Filler-15	15	A	0	Leave blank (spaces). Field not required.